

# Excel Charts and Graphs I

## 1. Determine Data Arrangement

Create headings and insert text and number data.

Discipline History	Occurrences	Percentage
Detention	4	0%
Corporal Punishment	15	3%
ISS	22	4%
Parent Conference	5	1%
Suspension -1 Day	9	2%
Suspension - 2 Days	3	1%
Suspension - 3 Days	6	1%
Bus Warning	12	2%
Bus Suspension	5	1%
Isolation	44	7%
Alternative School	5	1%

## 2. Plug in formulas

To create a formula, click in the cell where the answer will appear. Type an = sign. The = sign must always be used in a cell in which a formula will be used.

Sample Formula

To find the percentage of the student body who served the discipline punishment, use this formula:

**=B2/599**

This cell (B2) contains the number of students who serve the discipline punishment.

This symbol (/) represents divide.

This represents the total student population.

After typing the formula in the cell, press enter. (**Note:** A zero will appear in the cell since no numbers have been added in column B yet) Click the cell again, and click the % button on the top toolbar to create a percentage with the answer. Now copy the formula in all cells in column C. To do so, click cell C:2. A black box will appear in the lower right corner. Place the mouse over this box. It is called the **Fill Handle**. When the mouse is directly over the Fill

Handle, click and drag it down column C to row 12. Then release the mouse and the percentages will appear in the cells.

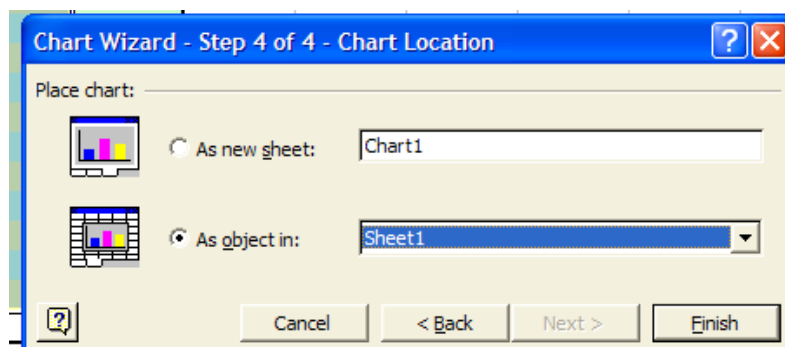
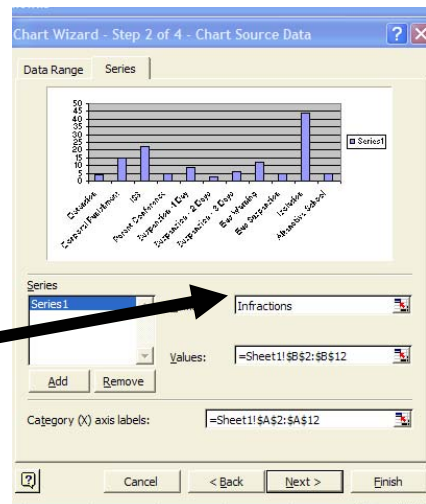
### 3. Create graph/chart with Chart Wizard

To create a graph, click the Chart Wizard on the Formatting Toolbar.



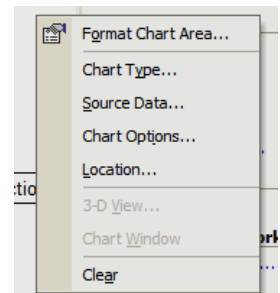
### 4. Chart Options (Note: all options can be changed after the chart has been created.)

- **Chart Type:** Choose the desired type of chart. Click Next.
- **Series:** Some chart types give a series option. Click in the series name and type the exact name for the item which the numbers identify. Otherwise the name on the chart will be Series 1, Series 2, etc. Click next.
- Work through the tabs on step 3 and make the desired choices for: Titles, Axes, Gridlines, Legend, Data Labels, and Data Table. (**Note:** If the legend is placed at the bottom of the graph, the graph image will appear larger.) Click next.
- The last screen will determine the placement of the graph. The first choice will create a new sheet for the graph. Type n in the box beside "As new sheet" to create a name for the chart. The second choice will place the graph in the original spreadsheet. (**Note:** The placement of the graph can be changed at anytime.)
- Click Next.

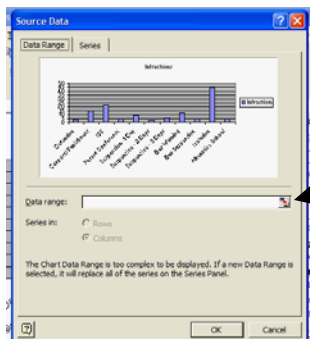


**5. Formatting** Once the graph has been created it can be formatted.

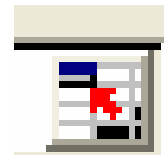
- **Color** Single- or double-click the graph's image to change the color. A single-click on the bars or lines changes the all to the same color. A double-click allows the individual bars or lines to be changed to another color.
- **Font** Double-click the text or numbers to change the font size, style, or color. Move text and numbers on the graph by clicking and dragging the text box that appears around text and numbers when clicked.
- **Plot Area (color or clear)** Right-click in a blank area of the graph and choose clear to remove the gray color background on the graph. To change the gray to another color, right-click and choose **Format Chart Area**.
- **Chart Type** Right-click in a blank area on the graph to get the menu shown at the right. Click Chart type and change the chart to another type.
- **Source Data** Click Source Data to change the text and/or numbers used in the chart. To do so, follow these



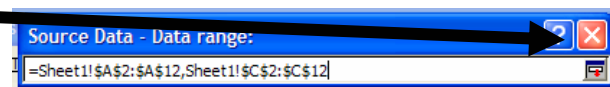
steps:



1. Click the Data Range button. Click the spreadsheet tab to be used, and click and drag over the data that will replace the data originally used.



2. Click the X to close the data range box.



The click OK on the Source Data screen. The new data should appear in the graph.

- **Chart Options** Choose this option to make changes in the graph's options (title, legend, etc.)
- **Location** Choose this option to change the graph's placement.

**6. Transferring Chart** The finished graph can be copied and pasted into Word or PowerPoint. To do so, click the blank chart area in the graph. Copy by holding **Ctrl** key and pressing the **C** key on the keyboard, or clicking **Edit** (on the top menu line)..**Copy**. Open Word or PowerPoint and paste by holding the **Ctrl** key and pressing the **V** key on the keyboard, or clicking **Edit...Paste**.